

[Company Letterhead]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Letter of Request for Account Opening - [Employee Full Name]

To the Bank Manager,

This letter is to formally request the opening of a bank account for our employee, **[Employee Full Name]**, who is a Non-Resident Alien currently employed by **[Company Name]**.

The details of the employee are as follows:

- **Full Name:** [Employee Full Name]
- **Nationality:** [Employee Nationality]
- **Passport Number:** [Passport Number]
- **Visa Type:** [Visa Type, e.g., H1-B, L1, J1]
- **Current Position:** [Job Title]
- **Employment Start Date:** [Start Date]
- **Local Residential Address:** [Employee's Local Address]

We confirm that [Employee Full Name] is a full-time employee in good standing. We request this account be opened to facilitate the direct deposit of salary payments and to assist the employee with their local financial requirements during their stay.

Should you require any further verification or documentation regarding their employment status, please do not hesitate to contact our Human Resources department at [Phone Number] or via email at [Email Address].

Thank you for your assistance.

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Job Title]

[Company Name]